

THE RURAL MUNICIPALITY OF EAST ST. PAUL
POLICY & PROCEDURES MANUAL

<i>Reference</i>	Public Works	<i>Classification</i>	Policy
<i>Subject</i>	Drainage	<i>Pages</i>	3
<i>Authority</i>	Council	<i>Effective Date</i>	June 27, 2001
<i>Approved</i>	Res. 6-46/2001	<i>Index</i>	PUB-106 (Amendment #2)

PURPOSE

The purpose of this policy is to define the responsibilities and limitations of the Rural Municipality of East St. Paul concerning routine drainage system maintenance, and the Municipality's response to drainage and flooding complaints.

RIGHT-OF-WAY DRAINAGE MAINTENANCE

1. The Municipal Drainage facilities including ditches, swales, side drains, culverts, cross-culverts, driveway culverts, storm sewer culverts leading to outfalls, box culverts, drainage inlets, within established rights-of-ways and subdivision drainage systems that handle roadway drainage and lot drainage are to be routinely maintained.
2. Service requests from the general public for roadway drainage and municipal drain related concerns should be referred to the Superintendent of Public Works. A priority ranking according to potential impacts will be given to all maintenance requests.
3. Maintenance requests will not be given priority over scheduled maintenance unless it is determined by the Superintendent of Public Works that failure to perform requested maintenance will seriously impact the drainage in the area where unscheduled maintenance is being requested.
4. Emergency related maintenance such as failure of storm sewers, pipes, or drainage ditches and swales will be the responsibility of the Superintendent of Public Works.
5. Public Works will assess standing water in ditches, swales, or other low-lying lands, but standing water may not constitute a need for maintenance.

6. Pipe installation in municipal ditches may be considered at the expense of the adjoining property owner. Upon receiving a request from a property owner to install a pipe in the municipal ditch adjacent to their property, the following steps shall take place:
 - 1) Obtain a deposit from the property owner adequate to cover the cost of developing a plan.
 - 2) Identify the properties that are in the catchment area.
 - 3) Develop an overall plan of the affected catchment area.
 - 4) Apply for the necessary licenses or approval from the proper authorities.
 - 5) Notify all affected property owners within the catchment area in writing of the proposed work. The notice shall provide affected property owners the opportunity to respond to the proposed work within a reasonable time period. Response options shall include approval, no objection, and objection.
 - 6) Where greater than sixty percent (60%) of the affected property owners do not object to the proposed work, the project may proceed.
 - 7) Proceed with cost estimates. Obtain a deposit from the property owners involved for their portion of the estimated costs of the work.
7. Routine mowing of swales, ditches or easements which can be maintained with a standard lawn mower or hand held weed trimmer, is considered the responsibility of the property owner. In general, where the existing slope of the ditch is >3:1, the maintenance will be the responsibility of the property owner.

NON-RIGHT-OF-WAY RELATED DRAINAGE MAINTENANCE

1. The Superintendent of Public Works shall be the contact for any questions, complaints, field investigations, determination of responsible entity, prioritization and schedule status for maintenance and/or restoration of non-right-of-way drainage.
2. The R.M. of East St. Paul will not be responsible for any localized flooding of yards, gardens, driveways, docks, accessory structures and sheds or problems caused by high ground water, wet yards, or standing water.
3. Removal of sod and shrubbery may occur during routine maintenance of drainage facilities. Any sod removed during maintenance will be replaced with the same sod (if available). Property owners will be responsible for salvaging or replacing any fences, landscaping sprinkler systems property improvements or other amenities within the right-of-way/drainage easements that are impacted due to routine maintenance.
4. Public Works will assess standing water in ditches, swales, or other low-lying lands, but standing water may not constitute a need for maintenance.
5. Upon receiving a request from a homeowner, the Public Works staff will try to determine a solution for any drainage problem on private property. If the homeowner is satisfied with the solution, they may have the Municipal staff or a contractor of their choice execute and perform the necessary work, subject to obtaining provincial approval. In either case, the homeowner shall be responsible for all cost associated with this work. The establishment of

all grades necessary to carry out the proposed work shall be provided by the R. M. of East St. Paul at no cost to the homeowner.

6. In the event that more than one property owner is involved in a storm drainage project, the cost for each property owner shall be determined by dividing the total cost for the project by the total footage of property owners adjoining the proposed system and multiplying the resultant by the footage of each owner ([footage of each owner divided by total footage] x total cost) unless otherwise agreed prior to installation.
7. The R.M. of East St. Paul reserves the right to secure any property for the purposes of acquiring drainage easements.

EMERGENCY PUMPING

Emergency pumping of floodwaters will be evaluated in the following cases:

1. To protect against the loss of life and the public's health, safety, and welfare.
2. To alleviate public roadway flooding.
3. As directed by the Public Works Department or Municipal Council.